

DEC - 1 2015

DHHS Food Distribution

Standards of Conduct for Selection, Award and Administration of Contracts

No DHHS Food Distribution employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of DHHS Food Distribution may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Violations of the standards of conduct will result in disciplinary action. The first violation will result in a formal work improvement plan being administered to the person in violation of the policy. The second violation will result in termination of employment. Situations in which a financial interest is not substantial or a gift is an unsolicited item of nominal value is not considered a violation of the standards.

Original signed

Chad Mohr

DHHS Program Coordinator